

# GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

## CHILD AND FAMILY SERVICES AGENCY

### HUMAN RESOURCES ADMINISTRATION

**REPOSTING OF POSITION; PREVIOUS APPLICANTS NEED NOT REAPPLY**

ANNOUNCEMENT NO: CFSA-06-B123

OPENING DATE: 9/8/06

POSITION: SANITARIAN, DS-688-12

CLOSING DATE: 9/21/06

IF "OPEN UNTIL FILLED"

SALARY RANGE: \$64,240-\$80,665 per annum

WORK SITE: WASHINGTON, D.C.

TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M.  
Monday – Friday

PROMOTION POTENTIAL: NONE

AREA OF CONSIDERATION: UNLIMITED

NO. OF VACANCIES: 1 (ONE)

AGENCY: Child and Family Services Agency (CFSA), OFFICE OF LICENSING AND MONITORING,  
LICENSING DIVISION

DURATION OF APPOINTMENT: ☒ Permanent ☐ Term (13 months to 4 years) NTE: Four (4) years  
☐ Temporary (Up to 1 year, Not-to-Exceed) \_\_\_\_\_

☒ This position IS in the collective bargaining unit represented by **AFSCME - LOCAL 2401** and you may be required to pay an agency service fee through an automatic payroll deduction.

☐ This position IS NOT in a collective bargaining unit.

**RESIDENCY PREFERENCE AMENDMENT ACT:** An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

#### **BRIEF DESCRIPTION OF DUTIES:**

Works as a Sanitarian in the Licensing Division (DL), Licensing and Monitoring Administration (LMA), Child and Family Services Agency (CFSA), responsible for planning and conducting an environmental health education program for staff, as well as contractors, to improve and maintain environmental hazard-free facilities. Serves as the technical expert in the planning, developing, administering, evaluating and promoting of a program concerned with establishing safe and appropriate facilities to house children placed by CFSA. Provides technical guidance to staff in preparation and presentation of necessary information in court of law or before other legally constituted bodies; and personally provides testimony and necessary documents in court cases where necessary. Investigates official complaints alleging violations or unsanitary conditions within housing facilities. Determines compliance with appropriate licensing standards for youth residential and independent living facilities. Prepares written report of inspection and investigation findings and recommends corrective action. Meets with licensing applicants to present and discuss meaning of findings and to promote the preventive value or recommendations to the improved health and safety of residents. Re-inspects to ensure compliance to verbal or written instructions for removing or correcting cited deficiencies. In the event of failure to comply with requirements, initiates enforcement action providing full documentation. Keeps abreast of the developments in the fields of indoor air (asbestos), food protection, waste management, rodent/vermin control and physical environment concerns through the continuous review of literature pertaining to the teaching progressive and regulatory aspects of these subjects and by attending and participating in conferences, seminars, continuing education classes and meetings.

#### **QUALIFICATION REQUIREMENTS:**

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Thorough knowledge of the fundamental theories, principles and techniques of biology, microbiology, mathematics, epidemiology and chemistry to evaluate environmental health conditions.
2. Thorough knowledge of public health principles and hazard analysis critical control points (HACCP).
3. Thorough knowledge of DC Housing Codes, and other applicable health and environmental regulations that govern environmental health conditions for the citing of unsanitary conditions found upon inspection.
4. Knowledge of aseptic techniques in collecting official samples.

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**OTHER SIGNIFICANT FACTORS:** Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check and Child Protection Registry (CPR). Employment with the CFSA is subject to satisfactory findings.

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DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

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Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

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How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

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| <b><u>MAIL TO:</u></b>  | <b>Child and Family Services Agency<br/>Human Resources Administration<br/>400 6<sup>th</sup> Street, SW<br/>Washington, DC 20024</b> | <b><u>WALK-INS:</u></b>  | <b>955 L'Enfant Plaza, 5<sup>th</sup> Floor<br/>Washington, D.C. 20024</b> |
| <b><u>TO APPLY:</u></b> |   |                          |  |
| <b><u>FAX TO:</u></b>   | <b>(202) 727-5750</b>   | <b><u>WEB SITE:</u></b>  | <b><a href="http://www.cfsa.dc.gov">www.cfsa.dc.gov</a></b>                |
| <b><u>EMAIL TO:</u></b> | <b><a href="mailto:cfsa.jobs@dc.gov">cfsa.jobs@dc.gov</a></b>   | <b><u>TELEPHONE:</u></b> | <b>(202) 724-7373</b>  |

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IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

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SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

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